

OFFICE OF THE HEALTHCARE ADVOCATE  
JOB OPPORTUNITY  
NURSE CONSULTANT (HEALTHCARE ADVOCATE)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 153 Market Street, Hartford, CT, 06103  
**Job Posting No:** P#101927 & P#101925, P#101928  
**Hours:** Full-time, 35 hours per week Monday - Friday  
**Salary:** (HC 28) \$67,586 - \$90,681 (note: new hires to state employment start at the minimum salary range)  
**Closing Date:** July 9, 2012

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

The Office of the Healthcare Advocate (OHA) is recruiting for three (3) Nurse Consultant (Healthcare Advocate) positions to managed cases with multiple and complicated medical issues. Two of these positions, P# 101925 & 101928, will be responsible for the OHA's project to enhanced Medicaid recoveries by pursuing private insurance payment for rejected claims for individuals with Medicaid who also have private insurance.

**Duties include but not limited to:** These three positions will also perform health insurance consumer education, case management; lead case review; review medical records; coordinate internal and external consumer appeals; liaison with health plans, providers, consumers, families, government agencies; lead consumer presentation at appeal hearings; assist in the design of, and participate in, agency quality improvement activities; and, outreach. Performs related duties as required.

**Preferred Skills and Ability:** Considerable knowledge of health insurance and managed care; considerable knowledge of internal and external insurance appeals processes; knowledge of state insurance law; knowledge of the impact of the federal Employee Retirement Income Security Act (ERISA) on state regulation of insurance; knowledge of medical terminology; knowledge of medical procedures and billing codes.

**General Experience:** Four (4) years of experience as a professional nurse in a position involving medical/surgical or mental health practices.

**Special Experience:** HEALTHCARE ADVOCATE: Two (2) years of the General Experience must have been a utilization review nurse or as a nurse working in the health insurance or healthcare industry on insurance coverage activities.

**Substitution Allowed:** 1. A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience. 2. A Master's degree in health services administration, nursing or public health may be substituted for one (1) additional year of the General Experience.

**Special Requirement:**

1. Incumbents in this class must possess and retain a current license as a registered professional nurse in Connecticut.
2. Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf).) Please indicate which position you are interested in by including the position# 101927, 101925, 101928 on your application package and send it to the address below by close of business on \*Monday, July 9, 2012 to:

**Carmen Hernandez, Human Resources Assistant  
Office of the Healthcare Advocate  
P.O. Box 816  
Hartford, CT 06142-0816**

**OR**

**E-MAIL: [CID.HR@CT.GOV](mailto:CID.HR@CT.GOV)**

Overnight mail address: 153 Market Street, 7<sup>th</sup> Floor, Hartford, CT 06103

**\*Incomplete or late application packages will not be considered.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.